

DNI-366463

Record

3 July 1963

Deputy Chief, D/P/BI

Production of HIS Charts and Graphs

25X1 REFERENCE: Memorandum from AD/BI to AD/RR dated 14 May 1963

[REDACTED]

production responsibilities of HIS charts, graphs, cartograms, and section cover maps, presently being produced by the Cartographic Division, ORR, be transferred to the Support Branch, Publication Division, OBI. This action would enable the Cartographic Division to obtain optimum effectiveness in their important contribution to the HIS Program, by allowing them to better utilize their manpower for increased Summary Map production and continuation of the HIS Coordination function in D/GC.

2. On the basis of these circumstances, it was agreed and a meeting was held at 1400 on 21 June 1963 in room G104, Headquarters Building to resolve the procedures necessary for the transfer of these responsibilities. The following were present:

[REDACTED]

3. It was agreed that the charts, graphs, and cartograms for HIS Sections in Chapter IV, VI, and Section 16 of the General Survey being produced by the Cartographic Division, ORR, for the Economic Area, ORR, will now be produced by the Graphic Support Branch of the Publication Division, OBI.

4. A working procedure memo regarding the production of graphics by the Graphic Support Branch of D/P/BI will be sent to the ORR/HIS Coordinator's office to outline the necessary procedures for the ORR analysts to follow in obtaining graphic support.

[REDACTED]

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5. Publication Division of OSI will contact OSI representatives regarding their requirements for charts, graphs, and cartograms in their MIS Chapter IV, VII, and Section 17 of the General Survey contributions.

6. It was also agreed that the maps for the above ORR and OSI contributions will continue to be produced by the Cartographic Division of ORR. There will be no change in this procedure.

7. It was further agreed that the production responsibility of future Section cover maps for the MIS will be transferred from D/CS to the Publication Division, OSI.



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ORGANIZATION AND MANAGEMENT 8

3 May 1963

MEMORANDUM FOR: Assistant Director for Basic Intelligence

THROUGH: Assistant Director for Research and Reports  
Chief, Geographic Research, ORR

FROM: Chief, Cartography Division, ORR

SUBJECT: Transfer of NIS Map Coordinator function from  
Cartography Division, ORR, to Publication Division, OBI

1. In the formative years of the NIS program, the Cartography Division established a position as NIS Map Coordinator. The function of this position was to coordinate the "proofing" and "final printing" of all cartographic contributions prepared on the Standard Base from non-CIA contributors to the NIS program. Of prime importance was the establishment of cartographic standards, map construction techniques, and map reproduction plans. These standards have been established and effective for many years. //
2. Concurrent with the above effort, a similar function was performed in OBI during the same period. The coordination function, however, was restricted to those graphic items that were not prepared over the Standard Base map. Generally speaking the construction and reproduction techniques being reviewed were less complex and somewhat less "cartographic" than those served by D/GC/RR.
3. In recent years, due to the long established standards and techniques, the cartographic function performed by D/GC/RR has become more and more routine. At the present time, it no longer warrants the efforts of a relatively high-level I. O. Cartographer, and the combining of the D/GC/RR and OBI functions in OBI is strongly suggested as a logical action at this time. Additionally, D/GC/RR recommends that the contributing agencies be informed that CIA no longer can proof the maps prepared over the Standard Bases and that each item must be submitted, fully edited and corrected, for final printing. By this action, the function that would be transferred to OBI should require no more than 40% of a full-time employee.
4. It is proposed, therefore, that OBI assume the responsibility of this reduced function, and that plans be developed for its immediate transfer. Due to very pressing requirements in D/GC, it is recommended that the above proposal be approved and the transfer of the function be completed by 1 June 1963.

Distribution:  
Orig. & 1 - Addressee  
2 - AD/RR ✓

14 May 1963

**MEMORANDUM FOR:** Assistant Director for Research and Reports

**SUBJECT:** Cartography Division Support of NIS

**REFERENCES:**

- (a) Memorandum from Chief, D/GC/RR  
to AD/BI dated 7 May 1963
- (b) Memorandum from Chief, D/GC/RR  
to AD/BI dated 3 May 1963

1. The references relate to matters which have been given the careful study they warrant, and the NIS Committee already has agreed to all but one of the Summary Map changes recently proposed by the Cartography Division.

2. With respect to reference (a) the NIS Committee has agreed to (1) elimination of one map by utilizing a modified global presentation as a Summary Map inset; (2) elimination of neat lines and contiguous areas on economic and similar insets; (3) increased but agreed selectivity in such insets; (4) elimination of the air approaches inset. In terms of various considerations the Committee has not concurred in the D/GC proposal to eliminate the strategic areas/routes inset and superimpose this information on the basic map.

a. It is noted that 9 of the 13 Summary Maps for FY 63 and 11 of the 18 scheduled for FY 64 are Maintenance items. The Committee expects that Maintenance items will incorporate all significant new data, but in the interest of D/GC economies it is suggested that at an appropriate stage in each instance OBI will be glad to consult with D/GC to determine whether possible changes are sufficiently significant to warrant major revision of the basic map and/or the insets.

b. With respect to the second paragraph of reference (a), CIA and DIA are formally committed to production of 18 General Surveys (formerly Chapters I) during FY 64 as a transition year toward the DD/I-approved annual level of 30 General Surveys.

SUBJ: D/GC support of NIS

14 May 1963

3. OBI recognizes the problems to which reference (b) relates but is not in position to concur in transfer of the NIS Map Coordinator function to OBI at this time. Several years ago OBI agreed with Printing Services recommendation that the subject function be transferred to OBI but ORR insistence on retention prevailed. As has been pointed out, a recently reduced T/O does not permit OBI allocation to this function of even a lower grade slot than the present GS-12, and OBI could agree to transfer of this function only in event of authorized addition of the related slot to its T/O.

a. It is possible that this workload might be significantly reduced if DIA were to undertake the map proofing as suggested. However, OBI has raised this question with the DIA alternate member of the NIS Committee who indicates a minimum period of some six months before DIA would be prepared to consider this revised procedure.

4. OBI will be glad to explore with D/GC other possibilities for assisting D/GC in meeting the NIS commitment. One such possibility, for example, might be for Graphics Support in OBI's Publication Division to take over from D/GC the preparation of non-cartographic charts for OSI and ORR contributions to the NIS. Another possibility might be for Publication Division to produce some of the less-complex cartographic items formerly prepared at State but now being accomplished by D/GC at its request. OBI will be ready on call to explore these and other possibilities for obtaining optimum effectiveness in Cartography Division's very important contribution to the NIS Program.

Assistant Director  
Basic Intelligence

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM  
 UNCLASSIFIED ☒ CONFIDENTIAL ☐ SECRET ☐

CENTRAL INTELLIGENCE AGENCY  
 OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	AD/RR	6 May	JEG
2	DAD/RR FYI	16 May	W. M.
3			
4			
5	I suggest a copy go to [redacted]		
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:  
 Otto, after getting your agreement on this proposed transfer of function Bob and I talked with [redacted] but with no success. He pleaded lack of manpower.  
 This memo, we feel, is needed to present the proposal officially in writing with the hope that he will reconsider.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO. DATE

6 MAY 1963

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